



Date of Council Meeting: October 25, 2016

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Snow Removal Services Contract Award.

**Staff Contact:** Renée LaFollette, P.E., Director, Public Works & Capital Projects  
Octavia Andrew, Chief Procurement Officer, Finance & Administrative Services  
Jason Cournoyer, Management and Budget Officer, Finance & Administrative Services

**Council Action Requested:** Award a contract for Snow Removal Services to multiple contractors in the amount totaling \$153,240. This figure is composed of \$108,340 for 24 hours of snow removal services, inclusive of mobilization and demobilization for plow vehicles and \$44,900 for 24 hours of snow removal services, inclusive of mobilization and demobilization for heavy equipment.

**Staff Recommendation:** Staff recommends that Town Council award the Snow Removal Services contract in the amount of \$108,340 for 24 hours, inclusive of mobilization and demobilization for plow vehicles and \$44,900 for 24 hours, inclusive of mobilization and demobilization for heavy equipment.

**Commission Recommendation:** Not applicable.

**Fiscal Impact:** The current fiscal year 2017 budgeted amount for snow removal services within the Public Works budget is \$68,000. The total cost for awarding the proposed hourly contract is for 24 hours of snow removal services and mobilization/demobilization costs totaling \$153,240. To cover the cost of the contracted services additional funding from the Town will be required. Based on the bids received and the equipment needed to effectively clear the streets, an additional \$85,240 will be required to award this contract. This amount of funding will only cover 24-hours of clearing, and any additional storms will require additional funding for snow removal services. Fiscal Year 2017 funding is recommended to derive from unassigned Fiscal Year 2016 General Fund balance, and moving forward the contracted amount will be included in the Fiscal Year 2018 budget.

If the Town experiences an extremely mild winter season, the Town will not be obligated to pay for any hours not worked by the contracted crews. If the Town requires additional clearing hours above the 24 hours that will be budgeted, those supplemental funds will come from the Town's general fund balance.

**Work Plan Impact:** None. The level of resources bid will allow for more efficient removal of snow during storms.

**Executive Summary:** The contract for snow removal services is a key to being able to efficiently remove snow without having to increase the amount of Town resources. In order to provide additional resources, the snow removal services contract was re-bid to allow for contracting the 11 contractor trucks that the Town typically would have under contract and an additional six (6) contractor trucks. This bid also includes heavy equipment such as end loaders, backhoes, and skid steer loaders for storms with snowfalls of approximately 18 inches or greater.

**Background:** The Streets Division of the Department of Public Works & Capital Projects is responsible for clearing all Town owned and maintained streets during snow and ice events. In order to do this more efficiently and cost effectively, the Town hires private contractors to provide additional plowing resources. After the blizzard of January 2016, Town staff reviewed the level of support that is required to deal with snow and ice storms given the significant increase in lane miles that has occurred over the past fifteen years. In reviewing that needed level of response, the Town's bid documents were tailored to provide the Town the equipment that can most effectively work in residential areas along with the larger primary roadways. The Town has also included the contracting of construction equipment for the larger storms. As a part of the bid, and in order to gain more interest in the bid, the Town added a mobilization and demobilization payment for the contractors. This payment is in line with what VDOT and other larger localities do to garner interest in the work. The mobilization and demobilization payment is separated into two payments, half with the first invoice and the second half if the specific contractor successfully completes the entire snow removal season.

In response to a public solicitation for the Snow Removal Services contract, the Town received ten (10) bids on September 20, 2016. Contractors were able to bid the equipment that they had in order to fill the list that the Town needed. All vehicles went through an inspection process and the contractors that were successful bidders, i.e. lowest pricing per hour and had equipment passing the inspection, are as follows:

- Arthur Construction Company \$74,190 per 24 hours
  - 7 – tandem/tri-axle dump trucks
  - 2 – 2 Ton trucks
  - 2 – backhoes
  - 2 – endloaders
  - 2 – skid steer loaders
- Diaz Services, LLC \$25,970 per 24 hours
  - 2 – multi-axle dump trucks
  - 1 – tandem/tri-axle dump truck
  - 4 – 1 Ton trucks
- General Excavation, Inc. \$10,400 per 24 hours
  - 2 – endloaders
- Mark A Graves, dba Elite Paving Company \$17,480 per 24 hours
  - 4 – 1 Ton trucks
- RJP Contracting, LLC \$25,200 per 24 hours

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- 4 – 2 Ton trucks

The bids were evaluated by the Director of Public Works & Capital Projects and the Chief Procurement Officer in accordance with the Town's Procurement Policy. Arthur Construction Company of Dulles, VA; Diaz Services, LLC of Sterling, VA; General Excavation, Inc. of Warrenton, VA; Mark A. Graves dba Elite Paving Company of Centreville, VA; and RJP Contracting, LLC of Woodbridge, VA were determined to be the lowest responsive and responsible bidders. All equipment has been inspected by the Town Fleet Maintenance Division to ensure that each piece meets the bid specification requirements.

This is an hourly contract with mobilization and demobilization costs included. The hourly price multiplied by 24-hours plus the mobilization and demobilization costs have been calculated to establish the initial contract price. The contractors selected had the lowest per hour pricing for the equipment needed. Change order procedures are detailed in the bid specifications.

**Attachments:** Resolution

PRESENTED October 25, 2016

RESOLUTION NO. 2016-

ADOPTED \_\_\_\_\_

A RESOLUTION: AWARDING THE SNOW REMOVAL SERVICES CONTRACT TO MULTIPLE CONTRACTORS IN THE AMOUNT OF \$153,240.

WHEREAS, the Snow Removal Services Contract is required to assist town staff with snow removal on town owned and maintained streets; and

WHEREAS, in response to a public solicitation for bids for the Snow Removal Services Contract, the Town received ten bids on September 20, 2016; and

WHEREAS, contractors were able to bid the equipment that they had in order to fill the list of equipment that the Town needed; and

WHEREAS, all vehicles went through an inspection process and the contractors that were successful bidders, i.e. lowest pricing per hour and had equipment passing the inspection were from the following firms:

- Diaz Services, LLC \$25,970 per 24 hours
  - 2 multi-axle dump trucks
  - 1 tandem/tri-axle dump truck
  - 4 – 1 Ton trucks
- Mark A Graves d.b.a. Elite Paving Company \$17,480 per 24 hours
  - 4 – 1 Ton trucks
- Arthur Construction Co., Inc. \$74,190 per 24 hours
  - 7 tandem/tri-axle dump trucks
  - 2 – 2 Ton trucks
  - 2 backhoes
  - 2 end loaders
  - 2 skid steer loaders
- RJP Contracting, LLC \$25,200 per 24 hours
  - 4 – 2 Ton trucks
- General Excavation, Inc. \$10,400 per 24 hours
  - 2 end loaders

A RESOLUTION: AWARDING THE SNOW REMOVAL SERVICES CONTRACT TO MULTIPLE CONTRACTORS IN THE AMOUNT OF \$153,240.

WHEREAS, the bids were evaluated by the Director of Public Works & Capital Projects and the Chief Procurement Officer in accordance with the Town Procurement Policy; and

WHEREAS, all equipment has been inspected by the Towns Fleet Maintenance Division to ensure that each piece of equipment meets the bid specifications; and

WHEREAS, Diaz Services, LLC; Mark A Graves d.b.a. Elite Paving Company; Arthur Construction Company; RJP Contracting, LLC; and General Excavation, Inc. were determined the lowest responsive and responsible bidders; and

WHEREAS, this is an hourly contract with mobilization and demobilization costs included and the hourly rate multiplied by 24-hours plus the mobilization and demobilization costs have been calculated to establish the initial contract price; and

WHEREAS, change order procedures are detailed in the bid specifications; and

WHEREAS, additional funding in the amount of \$85,240 is required in Fiscal Year 2017 needed to award this contract for 24-hours of service; and

WHEREAS, sufficient unassigned Fiscal Year 2016 General Fund balance is available; and

WHEREAS, the Director of Public Works and Capital Projects recommends awarding the contract to Diaz Services, LLC; Mark A. Graves d.b.a Elite Paving Company; Arthur Construction Company; RJP Contracting, LLC; and General Excuvation, Inc.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that:

- I. Additional funding in the amount of \$85,240 of unassigned Fiscal Year 2016 General Fund balance is to be appropriated to the Department of Public Works & Capital Projects Fiscal Year 2017 operating budget.

A RESOLUTION:     AWARDING THE SNOW REMOVAL SERVICES CONTRACT TO  
MULTIPLE CONTRACTORS IN THE AMOUNT OF \$153,240.

- II.     The Town Manager is authorized to execute a contract in a form approved by the  
Town Attorney with Diaz Services, LLC in the amount of \$25,970; Mark A.  
Graves d.b.a. Elite Paving Company in the amount of \$17,480; Arthur Construction  
Company in the amount of \$74,190; RJP Contracting, LLC in the amount of  
\$25,200; and General Excavation, Inc. in the amount of \$10,400 for the initial 24-  
hours of Snow Removal Services.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
David S. Butler, Mayor  
Town of Leesburg

ATTEST:

\_\_\_\_\_  
Clerk of Council